

## **TABLE OF CONTENTS**

5.1.1 Administrative Coordinator/County Manager Created. ....	1
5.1.2 Appointment .....	1
5.1.3 Qualifications .....	1
5.1.4 Salary .....	1
5.1.5 Meeting Attendance – Agenda and Legislative Duties .....	1
5.1.6 Budget Preparation and Execution.....	2
5.1.7 Financial Reports and Planning .....	2
5.1.8 Personnel Administration.....	2
5.1.9 Property Management .....	3
5.1.10 Insurance Administration.....	3
5.1.11 Appointments of Office Staff and Officials .....	4
5.1.12 Administrative Duties.....	4
5.1.13 Coordination and Liaison with Other Jurisdictions .....	5
5.1.14 Accountability and Responsibility .....	5
5.1.15 Tenure – Removal – Authority in Absence .....	5
5.2.1 Position of Finance Manager .....	6
5.2.2 Appointment and Term of Finance Manager.....	6

## **CHAPTER 5 – CREATING COUNTY MANAGER**

### **5.1.1 Administrative Coordinator/County Manager Created.**

There is hereby created the position of Administrative Coordinator pursuant to the authority granted to the County Board by Sections 59.03, 59.18, 59.19 and 59.51 of the Wisconsin Statutes. The position title for the Administrative Coordinator shall be County Manager and shall be hereinafter referred to as such. The person appointed to the position entitled County Manager shall serve as the department head for the Department of Administration.

### **5.1.2 Appointment.**

The County Manager shall be appointed by a majority vote of the County Board upon the recommendation of the Executive Committee which shall prepare an appropriate job description. The Executive Committee shall interview qualified applicants and provide written recommendation to the County Board for action.

### **5.1.3 Qualifications.**

The County Manager shall be chosen on the basis of administrative and executive ability, education, experience, and knowledge of governmental management operations. The County Manager shall have experience in responsible executive or administrative positions and shall possess the ability to plan and execute programs for the Board, including budgeting, budgetary control, and coordination of varied activities. At the time of appointment, the County Manager must be a citizen of the United States. If not a resident of the county when appointed, the County Manager shall become a resident within six (6) months and shall remain a resident. The County Manager shall devote full time to the duties of the office and shall not engage in any other business or occupation or hold any other public office.

### **5.1.4 Salary.**

The salary of the County Manager shall be fixed annually by the County Board in the same manner as the salaries of other nonunion county employees. The County Manager shall have all the benefits, conferred on county employees relating to sick leave, vacation, holidays, insurance benefits, workers compensation, and travel expense reimbursement.

### **5.1.5 Meeting Attendance – Agenda and Legislative Duties.**

The County Manager shall:

- a) Attend all meetings of the County Board, except when excused; advise and make recommendations to the board on matters within his/her administrative authority; and present to the board all data pertaining to the responsibilities of the board on all needs of business which come to his/her attention.

- b) In consultation with the chairman of the County Board, prepare the agenda for meetings of the board and prepare, with the Corporation Counsel, all resolutions and ordinances to be acted on by the board.
- c) Attend and participate in as many committee meetings as possible and provide research and data as requested by committee chairpersons.

#### **5.1.6 Budget Preparation and Execution.**

The County Manager shall meet with the Executive Committee (also known as the Budget Committee) early each fiscal year to establish procedures, format and priorities desired in the preparation of the budget, and under his/her supervision shall:

- a) Furnish department heads with appropriate budget forms, instructions and advise department heads on budget development procedures and problems;
- b) Attend budget review committee meetings for the several departments;
- c) Conduct and schedule, with the Executive Committee, budget hearings and meetings on budget requests, and present recommendations;
- d) Submit the annual budget for the Administrative Coordinator's Office to the Committee on Administration;
- e) Prepare and present the final recommended annual budget and capital program to the board;
- f) Monitor expenditures to ensure financial controls and compliance with budget allocations.

#### **5.1.7 Financial Reports and Planning.**

The County Manager shall:

- a) Make regular reports to the board, keeping the board fully advised as to the financial condition of the county and its future financial needs;
- b) Develop financial plans in which revenues and expenditures are projected against anticipated county growth, and recommend methods of financing future needs;
- c) Perform such other duties related to county finance as may be required by the board.

#### **5.1.8 Personnel Administration.**

The County Manager shall:

- a) Write administrative and personnel policies and procedures;
- b) Supervise the maintenance of central personnel records for all county employees;
- c) Respond to second-step grievances within contract procedures and requirements;
- d) Annually evaluate the performance of all department heads;
- e) Review and approve probationary performance evaluations;
- f) Review and determine adequate staffing levels and recommend staffing and position classification changes to the Committee on Administration;

- g) Appoint and supervise the department heads, except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; the County Manager shall also supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provisions that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the County Manager under this paragraph requires confirmation by the County Board. Any department head appointed by the County Manager under this paragraph may be removed at the pleasure of the County Manager.
- h) Serve as affirmative action and handicap officer for the county;
- i) Participate in labor negotiations (including related mediation and arbitration proceedings) and prepare labor contract proposals, if and as directed by the County Board or the Committee on Administration;
- j) Perform duties related to personnel or labor relations matters as may be required by the board.

#### **5.1.9 Property Management.**

Subject to overall supervision of the board or committees thereof, the County Manager shall:

- a) Be responsible for the care and custody of all real and personal property of the County over which the board has authority, maintain and keep such property in repair and maintain in a permanent record a perpetual inventory of such property;
- b) Direct the preparation of long-range plans for the management of county properties and for the construction and alteration of physical facilities needed to render county services properly, said plans to be submitted to the board, recommending the priority of projects;
- c) Coordinate, with the appropriate committee, the preparation of architectural plans for county buildings and their construction, and allocate space to county departments and agencies;

#### **5.1.10 Insurance Administration.**

Concerning the procurement and maintenance of insurance coverage by the county, the County Manager, in consultation with the Corporation Counsel, shall:

- a) Be the custodian of the originals of all insurance policies and shall file duplicates thereof with the appropriate department or agency, if any;
- b) Under the supervision of the Committee on Administration, administer the county insurance program and insure all such property, liability, health and life insurance risks, as the board may from time to time direct. This duty shall include, but not be limited to, the provision of complete and adequate coverage of the administration of self-insurance programs for said risks;

- c) Analyze all insurance coverage and insurance bidding for the express purpose of proposing alternatives for coverage and for specifications for bidding to the Committee on Administration;
- d) When deemed appropriate under the circumstances, make recommendations to the Committee on Administration on the issues of prospective insurance coverage for new or uncovered risks and on the need for increased coverage for other risks;
- e) Process all insurance claims made against the county and make appropriate referrals, thereof, to the Committee on Administration, the County Board and the county's insurance carriers.

#### **5.1.11 Appointments of Office Staff and Officials.**

- a) The County Manager shall appoint such authorized administrative, clerical, and technical staff of the Administrative Coordinator's Office as are approved by the County Board.
- b) The County Manager may make recommendations to the chairperson of the board on the appointment of persons to the positions for which the board or the chairperson is the appointing authority.

#### **5.1.12 Administrative Duties.**

The County Manager shall have the following administrative responsibilities:

- a) To see that all orders, ordinances, resolutions and regulations of the County Board are faithfully executed;
- b) To supervise and coordinate the work of the departments and agencies under the direct jurisdiction or fiscal control of the board including requiring the periodic submission of organization charts and departmental activity reports, and conducting regular staff meetings with department heads;
- c) To develop county administrative code procedures, to be adopted by the board;
- d) To appraise the value of transferring responsibility for specific functions between county departments and agencies or consolidating departments and agencies and report findings to the board;
- e) Subject to the supervision of the Committee on Administration, to manage all county investments and securities and invest surplus funds;
- f) To remain informed about federal and state grant programs and procedures, provide data on them to the departments, and assist in applications for and procurement of these grants.
- g) To recommend to the board the adoption of new or revised ordinances, orders and resolutions when these actions will promote improved county services and operations and are in the public interest;
- h) To remain informed on all federal or state legislation affecting the county and solicit the board's position on such legislation in cooperation with the legislative committee.
- i) To prepare or provide or cause to be prepared such reports, studies and research as the board may require concerning operations of county

- government; and to prepare plans and programs for the board's consideration in anticipation of future needs;
- j) To receive complaints concerning county operations, refer them to the appropriate committee or department head, and conduct appropriate investigations when directed by said committee or the County Board and report findings to the appropriate parties;
  - k) To handle the public relations affairs of the county and the County Board;
  - l) With approval of the Board, to utilize the services of personnel of other departments and agencies under control of the Board and the services of outside experts and consultants.

#### **5.1.13 Coordination and Liaison with Other Jurisdictions.**

The County Manager shall represent the county in the transaction of its business with other public bodies, and shall:

- a) Serve as the Board's representative in communications with autonomous county officers and boards and with other federal, state or local governmental agencies;
- b) Invite other local units of government in the county to cooperate with the board through the establishment of joint conference committees, and other arrangements;
- c) When necessary, coordinate county and county special district functions with federal, state and other county, municipal or special district functions.

#### **5.1.14 Accountability and Responsibility.**

- a) The County Manager shall at all times be accountable to the County Board for the administration of its policies and programs, and for conduct as a responsible public official;
- b) No provision of this section is intended to vest in the County Manager any duty, or grant any authority, which is vested by law in any other county officer, employee, commission, committee or board. In the absence of specific authority vested by ordinance or resolution with the Administrative Coordinator, the County Manager shall solicit policy direction and approval from the County Board.
- c) In addition to the general powers set forth above, the County Manager shall have the authority to sign all documents required to be signed on behalf of the County Board, as the official signatory designee of the County Board.

#### **5.1.15 Tenure – Removal – Authority in Absence.**

- a) The County Manager shall hold office at the will of the County Board, which may remove the County Manager at any time if in the sole discretion of the County Board his/her performance becomes unsatisfactory. The action of the board in removing the County Manager shall be final;
- b) A vacancy in the office of County Manager created by reason of death, resignation or removal shall be filled by appointment as provided in the paragraph entitled "Appointment";

- c) In the event the County Manager is absent from his/her office by reason of illness, vacation or vacancy under subsection B of this section, the Corporation Counsel shall act as County Manager and perform all duties of such office, until such time as the County Manager returns to his/her duties or the board appoints a successor.

#### **5.2.1 Position of Finance Manager.**

The position of Finance Manager shall be recognized as the Chief Financial Officer of the County and shall perform the duties as prescribed in Wis. Stat. § 59.47, and such other duties as may be designated by the County Manager. In addition, the Finance Manager's duties shall include payroll, debt management and the general accounting for the County as well as the examination of the books and accounts of any County Department, Board, Commission, Committee or other Officer or employee entrusted with the receipt, custody or expenditure of money, or by or on whose certificate any funds appropriated by the County Board are authorized to be expended. The Finance Manager shall have free access to such books, accounts, bills, vouchers and receipts as often as may be necessary to perform the duties required under this subsection, and shall report in writing, the results of the examinations to the County Board. The Finance Manager shall direct the keeping of all of the accounts of the County, and all of its offices, departments and institutions and shall keep such books of account as may be necessary to properly perform the duties of the office, and to perform such other duties as assigned.

#### **5.2.2 Appointment and Term of Finance Manager.**

The Finance Manager shall be appointed by the County Manager for an indefinite term.

Adopted on January 19, 2011.